



Addendum 1

City of El Monte
Sunday Fixed-Route Transit Service RFP

Pre-Proposal Meeting Notes (4-2-14) and RFP Questions and Answers

- All in attendance of the City of El Monte's Pre-Proposal Meeting for Sunday Fixed-Route Transit Service held on 4-2-14 at 10:00 a.m. were asked to sign in and provide contact information.
- Attendees were informed that all who signed-in for receipt of the RFP or who were in attendance for the Pre-Proposal Meeting would be emailed and/or mailed all addenda for the Sunday Fixed-Route Transit Service RFP.
- Attendees were informed that El Monte's new Sunday Fixed-Route Transit Service is provided through FTA's JARC Grant. JARC Grant funds will pay for new Sunday service and also allow for the purchase of one, 32' transit bus which the City of El Monte anticipates receiving in 12-18 months.
- El Monte's new Sunday service will mimic existing Saturday service hours and routes.
- The City will begin advertising for this new service in July 2014, with street banners, news releases, flyers and posters at El Monte's Trolley Station, in City buses, and at various City facilities.
- Attendees were informed that fareboxes must be emptied and vehicles fueled by the end of each day.
- Attendees were informed that all driver paperwork and Vehicle Maintenance Request forms must be turned in at the City's yard at the end of each shift and City to provide copies to the contractor – **CORRECTION:** City to verify receipt of all trip sheets and provide originals back to contractor for correcting, data collection, copying and reporting.
- Attendees were informed that per FTA's Title VI requirements, ensuring that there is no discrimination with vehicle route assignments, the City has established a Vehicle Assignment Policy. Vehicles will be assigned to a specific route monthly, which will be referenced on the City's vehicle board. If a vehicle is taken out of service, due to vehicle maintenance issues, and replaced with another on route, a "Vehicle Maintenance Request" form is to be filled out. Directions were provided to not change the "vehicle board" – **CORRECTION:** The awarded contractor's Road Supervisor is to cross out the vehicle assigned that will be taken out of service for that route, place that vehicle number under "Out of Service" on the vehicle board, and write the replacement vehicle number next to the vehicle originally assigned to that route. Additional details will be provided to the awarded contractor.
- Agencies were informed that the awarded contractor will be asked to assist the City in the near future with tracking of heavily used bus stops to ensure that the City is providing an adequate number of shelters and/or benches and trash receptacles for our patrons, complying with City's new "Transit Amenities Policy."
- Items to note from the RFP:
 - On page 47, third bullet point states, "Any changes made in the RFP will be made only by written addendum, duly issued by the City of El Monte to each firm whom the RFP was issued" – **CORRECTION/ADDITION:** If any agency printed out the RFP from the

Internet, the agency's representative should sign in on the Pre-Proposal Meeting sign-in sheet so that the City of El Monte can provide interested parties all addenda and further RFP information prior to the RFP deadline of April 21, 2014. Addenda will also be placed on the City's webpage with the original RFP and provided to all who inquire.

- On page 49, second paragraph, "If any person contemplating submitting a proposal of the items or services listed herein is in doubt to the true meaning of any part of this Request for Proposals, they may submit questions directly to the City of El Monte City Clerk's Office at the address above or email Gwynn Stevens, Transportation Operations Manager, at gstevens@elmonteca.gov. All questions and answers provided will be outlined in an addendum and distributed to those in receipt of an RFP" – **ADDITION:** If an agency printed out the RFP from the Internet, the agency's representative should sign in on the Pre-Proposal Meeting sign-in sheet so that the City of El Monte can provide all interested parties addenda and further RFP information prior to the RFP deadline of April 21, 2014. All addenda will also be placed on the City's webpage along with the original RFP.
- Exhibit A to the RFP (route schedules) will be provided by the City to the awarded contractor for placement in each bus. Each schedule will have time points with a route map and include two telephone numbers, one for the Trolley Station Office and a second line, a "Language Assistance Line," will be available to transit riders Monday – Saturday.
- On page 52 under "Compensation" and "Maintenance, Repairs and Operating Expenses," each paragraph mentions a charge of \$10.00 per revenue hour for storing and maintaining of City vehicles. There is only **one** flat rate of \$10.00 per revenue hour (vehicle storage and maintenance fee/lease agreement). This \$10.00 per revenue hour charge will be deducted from contractor's monthly invoice.
- On page 13, "The Contractor must make all vehicles available for inspection by the California Highway Patrol (CHP) as necessary. The City to follow CHP maintenance record guidelines and make all records available for inspection. Contractor to provide all required records and documents (pre-trip inspections forms, drivers' records, etc.)." – **ADDITION:** Contractor to meet with California Highway Patrol to answer questions and provide requested documentation for inspection (for example, driver proficiency records, proof of required Pull-notice Program information, etc.) to ensure successful CHP inspection.
- RFP's "Cost Proposal Form": The City informed agencies in attendance that CNG fuel for Sunday service would be paid by the City, and the City owns and operates a CNG refueling station; it was related that annual revenue hours are approximately 2400 and that the \$10.00 per revenue hour for the City's lease agreement and to store and maintain vehicles is to be included in their proposed revenue hourly rate; "Vehicle Costs" is noted on the Cost Proposal form, as the contractor may want to itemize the cost to provide staff to respond to vehicle breakdowns/vehicle replacements/cleanups. Agencies were informed that they will be responsible for the vehicles when they are in service, and if a vehicle breaks down but is operable and can be driven back to the City's Transportation yard that one of their staff members will respond, and the awarded contractor will be responsible to provide the replacement vehicle to their driver on route. If the vehicle is inoperable and cannot be driven back to the City's Transportation yard, the City will wait with the disabled vehicle for a tow service to respond.

- Dates noted in meeting and on meeting agenda:
 - **Tomorrow, April 3rd between 3:00 – 4:00 p.m.** the City will be having a vehicle inspection here at the Transportation Services yard, displaying one bus of the same make and model as will be utilized for Sunday service – **attendance is NOT mandatory.**
 - **Monday, April 21, 2014, no later than 5:00 p.m.** proposals are due to El Monte's City Clerk's Office located at 11333 Valley Blvd., El Monte, CA 91731. Late proposals will not be accepted and will be returned unopened.
 - **Wednesday and/or Thursday, May 21st and 22nd, 2014**, Contractor Interviews will be held at our offices, with times to be determined. All contractors will be notified by email, so please provide an email address for you on the sign-in form.
 - ~~Monday, June 23, 2014~~ – **CORRECTION: Wednesday, June 4, 2014**, staff's recommendation for contract award will be posted on the City's webpage and will be presented to City Council for their consideration on ~~Tuesday, August 12, 2014~~ - **CORRECTION – Tuesday, June 24, 2014.**
 - ~~Sunday, August 31, 2014~~ – **CORRECTION: Sunday, July 6, 2014**, new Sunday Fixed-Route Transit service is tentatively scheduled to begin.

Questions and Answers:

- Q. Are the vehicles going to park at the City yard?
- A. Yes, all vehicles will park at the Transportation Office yard located at 3990 Arden Drive, El Monte.

- Q. Are the vehicles going to be fueled at the beginning of each service day?
- A. City will fuel and clean all vehicles prior to the beginning of each Sunday service day. Contractor will be responsible for the fueling of all vehicles at the end of their service day at the City's CNG Refueling Station located at 3629 Cypress Avenue, El Monte.

- Q. When the vehicle breaks down who is responsible for responding?
- A. The contractor will be responsible to have their staff bring another bus to continue service. If the vehicle needs to be towed, City staff will respond to assist with the breakdown and wait for a tow truck.

- Q. Are we to use a specific program for collecting the data for NTD?
- A. The City will provide a template with all of the information that is required of the contractor for NTD reporting – **CORRECTION:** The City provided in the RFP hard copies of data information and sample forms that the City will require for NTD reporting. The City will not be providing electronic files or sample of electronic template files for data collection, as this will be required of the contractor. The City will require contractor to provide to the City for review and approval electronic files and hard copies of forms and reports capturing, maintaining, and providing required NTD data.

- Q. How many people can we bring tomorrow for the vehicle inspection?
- A. As many people as your organization may need.

- Q. Will everyone that submits a proposal be interviewed?
- A. Yes.

Q. Will a system like Trapeze be needed?

A. No, it will not. Trapeze usually is utilized for paratransit so the City is not requiring it for this program.

Q. Will the City be providing the phone lines/numbers?

A. The City will be providing all advertisement and phone lines.

Q. Is there a limit to the amount of fuel that can be pumped into a vehicle at any one time (for example, can a bus only pump a maximum of \$200 per fill)?

A. No. As the City owns and operates its own CNG Refueling Station, the City will set and adjust limits accordingly. There will not be a problem.

Q. Is there only one "\$10.00 per revenue hour" charge for the vehicle lease and maintenance?

A. Yes, the \$10.00 per revenue hour charge will pay for the lease, storage and maintenance of the vehicles to be used for Sunday Fixed-Route Transit Service.

#